

## Helpful Hints for a New CDF

- Determine the setup for career exploration at your school by talking with the principal and guidance counselors. (Advisor/Advisee, Career Class, etc.)
- Become familiar with the school's bell schedule. (Ex. Class times, teacher planning periods, etc.)
- Meet with the guidance department to understand how you will interact with them.
- Meet with teachers and provide a list of career activities. Ask them for the opportunity to come into their classrooms for career workshops.
- Visit all homeroom classes by grade level as many times as possible during the school year to share quick career activities. You may also provide weekly career activities to homeroom teachers to complete with students during the week.
- Make connections with your local career education centers. Ask them about tours and various activities that they may be able to help with.
- Determine how you will focus on certain career clusters each month. Will it be best to highlight the clusters through posted information such as bulletin boards or a setup at the front of the school? Or will it be best to do workshops that deal with that particular cluster? Or will it be a combination?
- Ask your principal for time during the faculty meeting to present career information so that they are familiar with EEDA and the CDF position at your school.
- Be sure to schedule lab time for career assessments well in advance. Determine who schedules the computer lab.
- Continuously seek career professionals for career fairs and classroom speakers through statements in newsletters, progress reports, and report cards.
- Coordinate with test administrators for MAP, PACT, etc. to make sure that career activities do not interfere with testing.
- Use the list below to research for various career activities and career information to share with your students and the faculty.
  - [www.sreb.org](http://www.sreb.org) (great for staff development)
  - [www.esrnational.org](http://www.esrnational.org) (The Advisory Guide - helpful information and activities)
  - [www.academicinnovations.com](http://www.academicinnovations.com) (structured curriculum related to self-discovery and planning for the future)
  - [www.teachscpathways.org](http://www.teachscpathways.org) (official website for pathways to Success/EEDA showing what is happening across SC)
- Don't hesitate to contact other CDFs in the state for career information and career activities.